

DEPARTMENT OF THE NAVY
Office of the Secretary
1000 Navy Pentagon
Washington DC 20350

SECNAVINST 7220.77D
PERS-202
30 December 1996

SECNAV INSTRUCTION 7220.77D

From: Secretary of the Navy
To: All Ships and Stations

Subj: CAREER SEA PAY AND CAREER
SEA PAY PREMIUM

Ref: (a) 37 USC § 305a
(b) Executive Order No. 11157, as amended
(c) OPNAVINST 4700.8H
(d) SECNAVINST 5030.1L
(e) CNO ltr Ser 09/7U300954 of 11 Jun 87 (NOTAL)
(f) DFAS Pay/Personnel Procedures Manual (Navy, Vol. 2, Part A)
(g) DOD Financial Management Regulation (Vol. 7A)

Encl: (1) Various Categories of Vessels for the Entitlement to CSP
(2) Eligible Ship-Based Staffs for Continuous Career Sea Pay
(3) Definitions
(4) Career Sea Pay Flowchart
(5) Career Sea Pay Premium Flowchart

1. Purpose. To revise policy guidance for establishing entitlement to Career Sea Pay (CSP) and CSP Premium in fulfilling the requirements of references (a) and (b). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 7220.77C.

3. Policy. The intent of Congress in enacting the present CSP entitlement is to provide a special payment in recognition of the greater than normal rigors of sea duty, the arduous duty involved in long deployments, and the repetitive nature of assignment to such duty. In compliance with Congressional intent, Department of the Navy policy is to designate eligible self-propelled vessels (ships or craft) in which service entails the arduous conditions and separation from home and family

demanded of service at sea as duty in one of two sea-duty categories (Category A or B) authorized in law. Short respites in the exercise of military orders or during leave periods (not to include PCS leave) are not to be used to reduce sea-duty credit for CSP entitlement. Members assigned to the predominance of ship-based staffs, ship-based aviation units, Fleet Marine Force units, and mobile units that temporarily serve in either Category A or B vessels, will normally receive cumulative sea-duty credit and CSP (and CSP Premium if eligible) only when both assigned to and serving in a qualifying vessel (see paragraphs 7 and 8d(2) for other staffs/units who serve in qualifying vessels on a daily basis).

4. Definitions. Bolded terms used in this instruction are defined in enclosure (3).

5. Ship Categories. For purposes of entitlement to CSP, the following criteria will be used in designating ships or craft in Category A or B.

a. Category A Vessel. A vessel designated Category A for CSP purposes normally meets the following criteria:

(1) Has a formally assigned primary mission that is accomplished underway.

(2) Is in an active status, in commission, or in service, in compliance with reference (c).

(3) Is capable of sustained, open-ocean operations and routinely deploys for long continuous periods (usually consecutive months) away from the homeport area.

(4) Has berthing and messing facilities which are normally in use both underway and inport during the conduct of its assigned primary mission.

(5) Has a permanently assigned and embarked naval crew.



30 December 1996

Vessels classified per reference (d) as combatant ships, combat logistics force ships involved in underway replenishment, and mobile logistics support ships involved in fleet support, normally meet the above criteria and will be designated Category A vessels for CSP purposes. Other vessels classified in reference (d) that are self-propelled and meet all of the foregoing status, design, and operating criteria may be designated as Category A vessels for CSP purposes.

b. Category B Vessel. A vessel designated Category B for CSP purposes normally meets the following criteria:

(1) Has a formally assigned primary mission that is normally accomplished in port.

(2) Is in an active status, in commission, or in service, in compliance with reference (c).

(3) Is capable of sustained, open-ocean operations and may deploy for short continuous periods (usually consecutive days, vice months) in the vicinity of or away from the homeport area.

(4) Has berthing and messing facilities that are normally in operation underway and in port during the conduct of its assigned primary mission.

(5) Has a permanently assigned and embarked naval crew.

Some vessels classified in reference (d) as support craft involved in general support of either combatant forces or shore-based requirements, meet the above criteria and are designated as Category B vessels for CSP purposes. Other vessels classified in reference (d) that are self-propelled and meet all of the foregoing status, design, and operating criteria may be designated as Category B vessels for CSP purposes.

c. No Category Vessel, Staff or Unit. A member assigned to a vessel, staff or unit not listed in either enclosure (1) or (2), will receive cumulative sea-duty credit and CSP (and CSP Premium if eligible) only when both assigned to

and serving in a qualifying CSP vessel. Both cumulative sea-duty credit and CSP will accrue in either a Category A or B manner, depending on which category of ship the member is assigned to and serving in during the period of actual sea duty.

d. Pre-Commissioning/Out of Commissioning/Out of Service Units/Ships or Craft. Per reference (b), the entitlement to CSP begins for members at the in-service date of the vessel. Similarly, the entitlement to CSP ends for commissioned ships at the out-of-commissioning date (or, for other ships and craft, when taken out of service).

e. Foreign Military Lease/Sales Units. Following a ship's out-of-commissioning date or a ship's or craft's out-of-service date, with the Governmental intent to lease/sell it to a foreign government, entitlement to CSP for any U.S. Navy members assigned in either transition process, begins at the first underway period under the vessel's new flag.

f. Other Service, Non-Military, and Foreign Vessels. Members serving on Army, Coast Guard, National Oceanic and Atmospheric Administration, and non-military vessels equivalent to vessels classified in reference (d) that correspond to Category A or B vessels designated in enclosure (1), may be treated as the similar category of ship or craft for determining entitlement to CSP. Direct requests for determinations of other vessel classification for CSP eligibility to the Chief of Naval Personnel (PERS-202).

6. Designation. The Secretary of the Navy will designate vessels in one of two categories for purposes of CSP in enclosure (1). Only those ship or craft classes and individual ships or craft listed in enclosure (1) are designated for CSP. Additionally, eligible ship-based staffs listed in enclosure (2) who also meet the "embarked and serving in" policy set forth in paragraph 8d(2) will be entitled to continuous CSP. Requests for inclusion on either enclosure (1) or enclosure (2) will be submitted via the chain of command to the

Chief of Naval Personnel (PERS-2) and should address each of the appropriate criteria for either paragraphs 5a, 5b or 8d(2) designation. To ensure that CSP is properly paid, commanding officers or officers in charge of Category A, Category B vessels or "embarked and serving in" staffs, in conjunction with commanders exercising administrative control over those commands, shall reassess the categorization of the vessel or ship-based staff each time its primary mission, classification status or service status changes and shall recommend change or deletion as appropriate.

7. Ship-Based Aviation Units, Mobile Units, Fleet Marine Force (FMF) Units and Ship-Based Staffs. Members of ship-based aviation units, mobile units, FMF units or ship-based staffs temporarily on sea duty may qualify for CSP in a fashion similar to crew members permanently assigned to and serving in the same CSP-qualifying vessel (as provided in paragraph 9). Enclosure (2) lists those ship-based staffs, that have the option of occupying permanent working spaces aboard ship on a daily basis, that may further qualify those staffs to receive continuous CSP (see paragraph 8d(2) for "embarked and serving in" ship-based staff policy).

8. Eligibility for CSP. Members are eligible for CSP when they meet one of each of the following personnel and assignment criteria (see enclosure (4) for overall CSP eligibility process):

a. Personnel Eligibility

(1) Enlisted members in paygrade E4 and above, and all warrant officers, regardless of sea duty creditable for Sea Pay/CSP under previous laws.

(2) Officers in paygrade O1 through O6 with over 3 years of cumulative sea-duty credit. Some or all of officer creditable sea duty may have accrued while in a prior enlisted or warrant status.

b. Assignment Eligibility

(1) Permanently assigned to and serving in a vessel designated as a Category A ship or to the off-crew of a "two crew" Category A submarine.

(2) Permanently assigned to and serving in a vessel designated as a Category B ship/craft, but only during that period when the vessel is away from its homeport. A vessel is considered away from its homeport whenever it is at sea or is in a port that is more than 50 miles from its homeport. When a vessel is underway for any time during a 24-hour period (other than for shifting berths within its homeport), the crew is entitled to a day of CSP. Training anchorages in the vicinity of the homeport do not constitute underway periods if liberty is granted. Homeport pierside **fast cruises** shall not be considered underway periods.

(3) Permanently assigned to a ship-based staff, ship-based aviation unit, or mobile unit, but only when assigned to and serving in a vessel qualifying for CSP.

(4) Temporarily assigned to a vessel or to a ship-based staff, ship-based aviation unit, or embarked mobile unit (including aviation units), during periods in which permanently assigned members are eligible for CSP. During Temporary Additional Duty (TAD) assignments to these vessels, CSP (and if otherwise entitled, CSP Premium) accrues on a prorated day-for-day basis. Eight consecutive hours assigned to and serving in a qualifying ship will entitle the member to one day of CSP.

(5) Per reference (b), CSP does not accrue while on leave between two consecutive PCS shipboard sea-duty assignments.

c. 30-Day Rule. A member who is receiving Category A or continuous staff CSP is entitled to continue to receive CSP during a period of authorized leave (not to include PCS leave), TDY,

TAD, or hospitalization, or while on an operational flight, but not for more than 30 consecutive days while the member is away from the vessel, provided the member clearly intends to return for duty on that vessel after the aforementioned period ends.

(1) TAD periods of greater than 30 days, to one or several consecutive TAD sites, shall not be interrupted by issuing two or more sets of orders, routinely of 28 to 30 days in duration, merely as a vehicle to circumvent this rule.

(2) Reference (a) confers continuous entitlement to CSP to members of the off-crew of a "two crewed" submarine when not assigned to and serving in the submarine as the on-crew. Although it is recognized that the off-crew experiences significant re-training during their ashore periods, entitlement to CSP ceases for members who are similarly separated from the integrity of that off-crew by circumstances cited in paragraph 8c, by more than 30 consecutive days.

(3) Members permanently assigned to CSP-eligible vessels in regular overhaul periods (to include staffs complying with the "embarked and serving in" policy aboard that ship), who must move certain workcenters or staff spaces [Integrated Logistics Office (ILO), Ground Support Equipment (GSE) rework, COMSECONDFLT ("embarked and serving in" their flagship, etc.)] ashore for either overhaul management effectiveness or loss of shipboard working spaces, need not be issued TAD orders if the members are mustered daily and the location of their workcenter is in the same geographic location as the overhaul site (as determined by the ship's Commanding Officer). If TAD orders are not issued in this specific circumstance, continuous entitlement to CSP remains because the 30-Day Rule is not applicable. If TAD orders are required to be issued to meet other personnel requirements, the 30-Day Rule becomes applicable and CSP ceases following the 30th consecutive day on TAD.

(4) The 30-Day Rule is only applicable to Category A or continuous staff CSP members. Other members have their entitlement to CSP and

cumulative sea-duty credit end the day they are no longer assigned to and serving in a qualifying vessel.

d. Additional Eligibility Criteria for Ship-Based Staffs or Mobile Units. Effective with the issuance of this instruction, the "embarked and serving in" policy, regarding the entitlement to continuous CSP, is adopted for all ship-based staffs or mobile units to be eligible for continuous CSP. Previous to this, both the "embarked and serving in" and another policy, known as the "10-hour rule" were in use by different Fleet Commanders, generating some policy/entitlement confusion. Reference (e), now cancelled, had previously delegated such authority to Fleet Commanders to designate ship-based staffs and mobile units for the entitlement to continuous CSP.

(1) 10-Hour Rule. From 24 July 1986 to the effective date of this instruction, the "10-hour rule" also existed for the entitlement to continuous CSP for certain units (predominantly Atlantic Fleet, ship-based staffs, and mobile units). In essence, if members of a ship-based staff or mobile unit were temporarily, ordered ashore but returned to a CSP ship for a period of 10 consecutive hours before the 30-day rule became applicable, so doing would entitle the staff/unit member to 1 day's CSP. With 1 day's CSP entitlement gained, it was widely contended that the member would then be entitled to the full month's CSP because the 30-day rule had not been exceeded. The "10-hour rule" is no longer in effect.

(2) Embarked and Serving In

(a) Members assigned to and serving on a ship-based staff are entitled to continuous CSP, when those members are additionally "embarked and serving in" a flagship. Notation of the embarkation will be recorded in the vessel's deck log. Additionally, the embarkation procedure of "flag flying" and formal status recording in the vessel's log, is mandatory for continuous CSP eligibility. For staff members temporarily assigned to and serving in other ships not designated as the staff's flagship, CSP eligibility is determined by

paragraph 8b(4) guidelines. Coincidentally, members of that staff must also be "serving in" its flagship. The term "serving in" means that members from that staff have established working spaces in that flagship or other Category A CSP qualifying vessel and do not principally use other working spaces ashore (permanent living accommodations for staff members in that vessel is not a "serving in" requirement). Members shall spend a minimum of 8 consecutive hours in those flagship working spaces.

(b) For members assigned to and serving on "embarked and serving in" ship-based staffs, the entitlement to continuous CSP should be virtually identical to the staff member's "ship's company" counterpart who receives the same Category A CSP entitlement for also being assigned to and serving in a qualifying vessel. If either is ordered TAD ashore for more than 30 days, the provisions of paragraph 8c would apply equally to both members.

(c) Ship-based staffs that are eligible for continuous CSP are listed in enclosure (2). These staffs clearly have the potential to both "embark and serve in" a qualifying CSP vessel. In order to further qualify for the entitlement to continuous CSP, the entire staff must meet the requirements of paragraph 8d(2) (a) on a daily basis. Staffs that are listed on enclosure (2), but cannot meet the further "embarked and serving in" requirements, will then accrue CSP (and cumulative sea-duty credit) as stated below in paragraph 8d(2) (d).

(d) For those members of staffs, mobile units, and other units not listed on enclosure (2), entitlement to CSP exists only for the actual days they were attached TAD to that vessel. Procedures for documenting such periods are contained in reference (f), paragraph 10710. These members also lose the entitlement to CSP immediately upon detaching from that vessel (30-day rule does not apply). Per reference (f), paragraph 10711a, all documentation shall be retained for a minimum of 2 years.

e. Entitlement Source Documents. Reference (f), chapter 7, contains procedural instructions for Disbursing, Administrative, and Personnel Offices specifically regarding the reporting of CSP and CSP Premium entitlements. Reference (g), chapter 18, specifically cites the conditions of entitlement (Table 18-1) and rates to CSP [Tables 18-2 (officers), 18-3 (warrant officers), 18-4/4A and 4B (all enlisted)] and CSP Premium.

9. Service Time Creditable for CSP. Reference (g) prescribes the rates of CSP based on paygrade and the cumulative years served on creditable sea duty and the CSP Premium based on consecutive months on sea duty. The following criteria for sea-duty time will be used to credit each member individually for CSP entitlements.

a. Cumulative Sea-Duty Time for CSP

(1) A member's **cumulative sea-duty time counter** is located on his/her individual Leave and Earnings Statement (LES), in the "Sea Service Counter" block, displayed in a year/month/day format. Reference (f), paragraph B10702, prescribes procedures for determining members cumulative years of sea duty and how to correct them, if required.

(2) For enlisted and officer personnel, all time served in a sea-duty status which qualified for Sea Pay prior to 1 October 1978 and 1 January 1981 (respectively) will be credited.

(3) On or after 1 October 1978 (enlisted)/1 January 1981 (officers) through 31 December 1987, cumulative years of sea duty will be credited only for periods during which a member was entitled to CSP (or would have been entitled to CSP, except for ineligibility due to paygrade and/or lack of cumulative sea-duty credit).

(4) For members assigned to and serving in Category A vessels on or after 1 January 1981 through the present, cumulative years of sea duty--during which those members would have been entitled to CSP except for ineligibility due to

30 December 1996

paygrade and/or lack of cumulative sea-duty credit--will be credited continuously, day-for-day. [See paragraph 8c (30-Day Rule) for members assigned off the vessel for more than 30 consecutive days.]

(5) For members assigned to and serving in Category B vessels on or after 1 January 1981 through 31 December 1987, cumulative years of sea duty will be credited only after the vessel has been away from its homeport for 30 consecutive days or more. No entitlement to CSP or cumulative years of sea-duty credit was awarded for periods of less than 30 consecutive days.

(6) For members assigned to and serving in Category B vessels on or after 1 January 1988, cumulative years of sea-duty credit accrue identically as Category A. However, entitlement to Category B CSP exists only when the vessel is at sea or in a port greater than 50 miles from the vessel's homeport.

(7) Service with a ship-based aviation unit, ship-based staff or embarked mobile unit while assigned to and serving in Category A or B vessels was also creditable for cumulative years of sea duty, as applicable in the above circumstances.

(8) Midshipmen, aviation cadets, and officer candidates are not authorized CSP, and any sea-duty service while in that status does not count toward cumulative sea-duty time.

b. Sea Duty versus Sea Duty for Rotation Purposes (Cumulative Sea-Duty Time). Assignment to sea duty for rotation purposes does not in itself constitute either entitlement to and/or credit toward CSP for the purposes of this instruction. The member's further assignment to and service in a designated Category A or B vessel on sea duty [per references (a) and (b)] does constitute the basic criterion for CSP entitlement and/or credit. See enclosure (3) for precise definitions of both terms, and paragraph B10702 of reference (f) for additional clarification.

(1) Any member that is not both assigned to and serving in a Category A (continuous CSP staff) or B vessel, shall never accrue cumulative sea-duty credit only, for any reason. Cumulative sea-duty credit is governed by law, reference (a), and since the inception of CSP, no specific community or member serving on a specific type duty for rotational purposes, has been granted the authority to accrue such credit without coincident service aboard ship.

10. CSP Premium

a. Per references (a) and (b), CSP Premium (\$100 per month) is payable when the **consecutive sea-duty time counter** indicates more than 36 consecutive months of sea duty and only for periods in which the member is entitled to CSP (or would have been entitled to CSP except for ineligibility due to paygrade and/or lack of cumulative sea-duty credit). Entitlement to CSP Premium begins on the first day of the 37th consecutive month of creditable sea duty in which the member was also entitled to CSP and if necessary, may be paid on a prorated day-for-day basis.

b. Under no circumstances shall the CSP Premium be paid to enlisted personnel E5 to E9 with over 5 years of sea duty and entitled to the CSP rates found in Table 18-4B of reference (g). Officers, E4 members and E5 through E9 members with less than 5 years of sea duty do retain eligibility for entitlement to the CSP Premium (see enclosure (5) for overall CSP Premium eligibility process).

c. Consecutive Sea-Duty Time for CSP Premium. Consecutive sea-duty time counter is documented and maintained by the member's local disbursing or administrative officer. The counter may take any one of three movements: increase, neutral (idle), or reset to zero.

(1) Increases. The consecutive sea-duty counter increases whenever a member serving on sea duty and is receiving CSP (or would otherwise receive CSP, except that the member is not yet

eligible because of paygrade and/or lack of initial cumulative sea-duty credit).

(2) Neutrals (Idles). Sea-duty periods in which CSP is not received are treated as neutral or idle time for CSP Premium purposes. The consecutive sea-duty time counter temporarily idles whenever a member is in any of the following categories:

(a) Is permanently assigned to a Category B ship, and is not receiving CSP (ship is in its homeport or in another port less than 50 miles from its homeport).

(b) Is permanently assigned to a ship temporarily deactivated (e.g., a ship not in an active status, in commission, or in service).

(c) Is permanently assigned to sea duty for rotation purposes or non-rotated sea duty and is not receiving cumulative sea-duty counter credit (including non-designated staffs not embarked and serving in qualifying vessels).

(d) Is on proceed time, travel time, temporary duty, and/or leave while between two qualifying sea-duty tours.

(e) Is assigned ashore to limited duty, humanitarian assignment, or hospitalized status for a period of less than 1 year from a qualifying sea-duty tour.

(f) Is on a Permanent Change of Station (PCS) school(s) assignment(s) of less than 18 months between two qualifying sea-duty tours, if the training is necessary for the member's follow-on sea-duty assignment. "Pipeline" training schools--such as enlisted "A" and "C" schools, Officer Candidate School (OCS), Nuclear Power School, Surface Warfare Department Head Course, Submarine Officer Advanced Course, Fleet Replacement Squadron Training, and Senior Officer Ship Material Readiness Course--are examples of schools that do qualify as neutral or idle time.

(g) Incurs lost time because of unauthorized absence, confinement, nonperformance of duty (civil arrest), or sickness/misconduct as defined by the CNO or CMC, and required to be made up in compliance with 10 USC §972.

(h) Transfers from a qualifying sea-duty tour to a ship pre-commissioning unit, or to a craft pre-in-service unit, before that ship or craft is placed in service.

(3) Resets to "Zero." The consecutive sea-duty counter will be reset to zero when a member does any of the following:

(a) Executes PCS orders to a normal tour of shore duty upon detachment from a qualifying sea-duty tour.

(b) Executes PCS orders to a school that promotes personal development or broad educational value. Undergraduate and post-graduate training and junior/senior staff and war colleges are examples of schools that would reset the consecutive sea-duty counter to zero.

(c) Separates from the service for more than 24 hours regardless of the program under which reenlistment may occur.

(4) Members serving under unusual circumstances not addressed in paragraph 10c(2) may request consecutive sea-duty time counter determination via their chain of command to the Chief of Naval Personnel (PERS-202).

d. Category B CSP Premium Determination. Members assigned to Category B vessels only accrue consecutive sea-duty counter credit coincident with their entitlement to CSP. For example, a member assigned to a Category B vessel (on or after 1 January 1988) spends three years aboard that vessel. During that three year period, the member was paid for 120 days of CSP. The member would have earned three years of cumulative sea-duty counter credit, but only 120 days of consecutive sea-duty counter credit.

30 December 1996

11. Verification of Sea-Duty Time. Members and commands must make every effort to determine a correct cumulative and consecutive sea-duty counter.

a. Questions pertaining to the policy for the crediting of service with specific units for Navy personnel should be forwarded to the Chief of Naval Personnel (PERS-202), 2 Navy Annex, Washington DC 20370-2020, and for Marine Corps personnel, to the Headquarters, U.S. Marine Corps, Washington DC 20380-1775. Inquiries must state specific units involved and specific periods of service in question.

b. Requests for statement of sea service for Navy personnel should be forwarded to the Chief of Naval Personnel (PERS-324), Washington DC 20370-3240, and for Marine Corps personnel to the Headquarters, U.S. Marine Corps, Washington DC 20380-1775. Periods of service and unit to which assigned should be specified. In most cases, the member's locally held service record or personally held microfiche contains the same information. Completed statements will provide only inclusive dates (from-to) for all vessels [Category A, Category B, and vessels not listed on enclosure (1)] that the member was assigned to and served in, without regard to CSP entitlement or cumulative sea-duty time credit verification or determination. Disbursing/administrative officers should be cautioned that those inclusive dates provided--particularly in the case of former or present Category B vessels (or vessels with no category)--must be further interpreted to ensure the member's accurate entitlement to CSP (or CSP Premium) and credit for cumulative (or consecutive) sea-duty time.

c. After all local attempts have been exhausted to verify service in question (DD-214, evaluation and fitness reports, TAD orders, etc.), requests for verification or clarification of sea periods of a specific ship, a ship-based aviation unit, a ship-based staff, a Fleet Marine Force unit, or an embarkable mobile unit, may be forwarded to

the Naval Historical Center, Bldg. 57, Washington Navy Yard, Washington DC 20374-0001, for Navy personnel (or for Marines, to the Headquarters, U.S. Marine Corps, Washington DC 20380-1775). Requests should specify as much information as possible about the vessel, unit, or time period in question.

12. Responsibility

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) will:

(1) Act upon proposed changes to ship categorization in enclosure (1) and may make necessary modification to ship categorizations.

(2) Determine the standardized policy ("embarked and serving in") by which ship-based staffs shall be entitled to continuous CSP.

b. The CNO and CMC may recommend changes to the policies set forth in this instruction.

c. CNO will ensure that:

(1) Eligible self-propelled vessels are formally assigned a primary mission permitting clear determination of their sea-duty category under this instruction.

(2) Appropriate sea-duty category for each new ship classification added to reference (d) is recommended, so that personnel who regularly endure the rigors of sea duty, get CSP when due.

(3) Periodic reviews of ship classification, primary missions, and continuous CSP ship-based staff designations (enclosure (2)) are conducted to keep sea-duty categorizations up to date.

d. Fleet Commanders will ensure that enclosure (2) ship-based staffs become entitled to continuous CSP (Category A) only under the complete fulfillment of the "embarked and serving in" policy requirements.

e. Commanders, commanding officers, and officers in charge are responsible for the calculation and verification of both the cumulative and consecutive sea-duty time credit counters for individual members assigned to their units and staffs.

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Assistant Secretary of the Navy
(Manpower and Reserve Affairs)
Acting

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ELIGIBLE SHIP-BASED STAFFS FOR CONTINUOUS CAREER SEA PAY

1. Eligible "Embarked and Serving In" Ship-Based Staffs (see paragraph 8d(2) for more detailed information):

COMSECONDFLT	COMDESRON 1	COMDESRON 33
COMTHIRDFLT	COMDESRON 2	COMDESRON 50
COMFIFTHFLT	COMDESRON 5	COMPHIBRON 1
COMSIXTHFLT	COMDESRON 7	COMPHIBRON 2
COMSEVENTHFLT	COMDESRON 9	COMPHIBRON 3
COMSTANAVFORLANT	COMDESRON 11	COMPHIBRON 4
COMCARGRU 1	COMDESRON 13	COMPHIBRON 5
COMCARGRU 2	COMDESRON 14	COMPHIBRON 6
COMCARGRU 3	COMDESRON 15	COMPHIBRON 7
COMCARGRU 4	COMDESRON 17	COMPHIBRON 8
COMCARGRU 5	COMDESRON 18	COMPHIBRON 11
COMCARGRU 6	COMDESRON 20	COMSUBRON 11
COMCARGRU 7	COMDESRON 21	COMPSRON 1
COMCARGRU 8	COMDESRON 22	COMPSRON 2
COMCRUDESGRU 1	COMDESRON 23	COMPSRON 3
COMCRUDESGRU 2	COMDESRON 24	
COMCRUDESGRU 3	COMDESRON 26	
COMCRUDESGRU 5	COMDESRON 28	
COMCRUDESGRU 8	COMDESRON 31	
COMCRUDESGRU 12	COMDESRON 32	

2. Disbursing, Administrative and Personnel Offices shall not pay continuous CSP to paragraph 1 ship-based staffs based solely on the above "embarked and serving in" designation alone.

3. For a ship-based staff to go beyond the preliminary designation requirements and further meet the "embarked and serving in" entitlement policy, members shall:

- a. Be embarked in a designated flagship; and,
- b. Be serving in that ship [occupying working spaces on a daily basis for the full normal work day (at least 8 consecutive hours)].

4. Actual entitlement to continuous CSP will be determined by the Commander's decision to comply with paragraph 3 requirements. If the Commander cannot comply with those requirements, then the staff will accrue CSP as cited below in paragraph 5.

5. For those members of ship-based staffs, mobile units or other units that do not or can not meet paragraph 3 requirements, the entitlement to CSP exists only for the actual days the member was attached TAD to the ship. The member loses entitlement to CSP immediately upon detaching from that ship (30-Day Rule does not apply).

DEFINITIONS

1. **Active Status.** A category of ships currently assigned for duty in the active fleets (normally, "in commission").
2. **Career Sea Pay (CSP).** A special pay, authorized by law at the applicable rates found in references (a) and (g), for a member of a uniformed service serving on sea duty and entitled to basic pay.
3. **Career Sea Pay (CSP) Premium.** A special pay, authorized by law at the rate of \$100 per month for the first day of the 37th and each subsequent consecutive month of sea duty, for a member entitled to CSP.
4. **Category A.** A classification of ships or craft with a primary mission accomplished while underway, service in which qualifies as sea duty.
5. **Category B.** A classification of ships or craft with a primary mission accomplished in port, service in which qualifies as sea duty when the ship or craft is at sea or in a port more than 50 miles from its homeport.
6. **Consecutive Sea-Duty Time Counter.** Mechanism that measures consecutive months of sea-duty service for entitlement to CSP Premium.
7. **Cumulative Sea-Duty Time Counter.** Mechanism that measures creditable sea-duty service for entitlement to CSP.
8. **Duty Types for Rotation Purposes.** Types of duty designations used to establish the sea/shore rotation for members for Chief of Naval Personnel assignment distribution purposes. Each of these types of duty is credited as either sea, shore, or neutral (idle) duty for rotation purposes. "Sea duty" for rotation purposes is an administrative tool for career planning for the member and does not necessarily constitute assignment to "sea duty" for CSP entitlement purposes.
 - a. Sea Duty for Rotation Purposes. Duty performed in vessels and deployable aviation squadrons homeported in CONUS. CONUS land-based activities and staffs which require members to operate away from their homeport or permanent duty station in excess of 150 days per year.
 - b. Neutral Duty for Rotation Purposes. Duty performed that receives no credit toward sea or shore rotation. Duty performed in land-based activities that require members to operate away from their permanent duty station from 100 to 150 days per year. School assignments of less than 18 months.

Enclosure (3)

c. Nonrotated Sea Duty for Rotation Purposes. Duty performed in vessels or deployable squadrons (homeported or with permanent duty stations, respectively) overseas. Overseas land-based activities and staffs that require members to operate away from their overseas homeport or permanent duty station in excess of 150 days per year.

9. **Embarked.** Presence aboard ship of the ship-based staff commander's flag, flown over the ship to denote that the commander considers that ship his/her flagship. Notation of this embarkation will be recorded in that ship's deck log. This embarkation procedure of flag flying and formal status recording is mandatory for CSP eligibility. When not used in reference to ship-based staffs, the term denotes the member's physical presence on board a ship or craft.

10. **Fast Cruise.** A period, immediately prior to initial underway trials, established by the Navy crew during which the ship is made available to members of the crew for dockside training. It also may be applied to "active status" ships or craft who perform a similar dockside training evolution, simulating underway conditions, without actually getting underway.

11. **In Commission.** The status of naval ships employed in active fleet assignments. When used alone, this term shall be identified with "active status" only.

12. **In Service.** The status of naval ships and craft and ships of the Military Sealift Command (MSC) being used in an active supporting role is "in service." When used alone, this term can be identified with "active status" only. This category may also be applied to ships for the time between delivery and commissioning, when the ship or craft will normally be equipped with berthing and messing facilities and when, upon moving aboard, members of the crew will be assigned duties and responsibilities in connection with readying the ship or craft for active fleet service. When required, these ships or craft may operate underway at sea.

13. **Mobile Unit.** An organized unit, including aviation squadrons and air wing staffs, units assigned to the Fleet Marine Force, mobile training teams and fleet training groups which may be embarked or assigned to a Category A ship to perform an assigned mission or task.

14. **Out of Service.** The status of naval craft and ships of the Military Sealift Command (MSC) not employed in active fleet assignments.

15. **Pre-Commissioning Unit.** Members of the crew of a ship under construction who have reported to the shipbuilding facility.

DEC 30 1996

16. **Sea Duty.** Duty performed by a member, under orders issued by a competent authority, in a self-propelled ship or craft that is in an active status, in commission, or in service and is equipped with messing and berthing facilities. Additionally, to also mean duty performed by a member while permanently or temporarily assigned to a ship, ship-based staff, or ship-based aviation unit and while serving on a ship whose primary mission is either accomplished underway (Category A) or in port (Category B).
17. **Serving In.** The physical presence, required by orders of competent authority, that dictates the service of the member aboard a vessel, on sea duty. When used in reference to ship-based staffs, the term shall mean that members from that staff have established working spaces in that flagship or other Category A CSP qualifying vessel and do not principally use other working spaces ashore. Staff members must normally occupy those shipboard working spaces for a minimum of 8 consecutive hours to qualify for a day of CSP.
18. **Ship-Based Aviation Unit.** An aviation unit whose primary mission requires the unit to be assigned in a Category A ship.
19. **Ship-Based Staff ("Embarked and Serving In").** A staff whose primary mission is accomplished underway and requires the staff to be embarked and serving in a flagship, designated as Category A or B, while operating at sea, while deployed, and while in port. These staffs are designated by the applicable Fleet Commander as entitled to Category A CSP.
20. **Ship-Based Staff (Other, Non-Designated).** A staff whose primary mission is accomplished underway and may require the staff to be embarked and serving in a flagship, designated as Category A or B, while operating at sea, while deployed, and while in port (often temporarily ordered ashore with working spaces in a building). While occupying working spaces ashore, members may be eligible for Basic Allowance for Quarters (BAQ) and Basic Allowance for Subsistence (BAS) entitlements, but would not accrue either CSP or cumulative sea-duty credit while working ashore.
21. **30-Day Rule.** A member who is permanently assigned to sea duty is entitled to receive that pay during a period of authorized leave (not to include PCS leave), temporary additional duty, temporary duty, or hospitalization or while on an operational aircraft flight, but not for more than 30 consecutive days while he/she is away from that sea-duty vessel (with the clear intent to return for duty on that vessel), providing he/she was receiving that pay prior to the period of temporary absence.
22. **Vessel.** For the purposes of this instruction, a self-propelled ship or craft [listed in reference (d)], that is in an active status, in commission, or in service.

